

ODP-81-782'

19 MAY 1981

June

MEMORANDUM FOR: DDA Career Management Officer

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: On-Duty Strength Report

Attached is the Office of Data Processing On-Duty Strength Report reflecting gains and losses by month through 30 September 1981.

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Bruce T. Johnson

Attachment: a/s

Distribution:

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9 June 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

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FROM:

[Redacted]

DDA Career Management Officer

SUBJECT:

On-Duty Strength Projection

1. As of 31 May 1981, the Directorate of Administration's on-duty strength was 111 under authorized ceiling. So that we may be able accurately to monitor on-duty strength vis-a-vis authorized ceiling, we need to have a realistic monthly on-duty strength projection for your office. Although no office in the Directorate has been authorized to exceed its FY-1981 ceiling, each office should make every effort to be as close to its ceiling as possible.

2. Attached is a sample format for your use in preparing a monthly projection of on-duty strength through 30 September 1981. Please forward your first report to this office no later than 19 June 1981. Subsequent reports for July, August, and September will be due on the 10th of each month. If you have any questions or need guidance regarding the above, please contact [Redacted]

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Attachment:
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